

CITY-COUNTY BOARD OF HEALTH MINUTES

Monthly Board Meeting

August 25, 2015

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
- Tom Overn, Vice Chair
- ABSENT:** Cindy Schwehr, Madeline Luke
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
Rebecca Asp, UND nursing student
Amber Pederson, UND nursing student
- CALL TO ORDER:** Meeting was called to order at 3:35 p.m. by Sharon Buhr, Chair, in the CCHD conference room.
- AGENDA:** Agenda approved as printed.
- MINUTES:** Board members reviewed the minutes of July 28, 2015 regular Board meeting. Dr. Buhr made a motion to approve the minutes. Second by Overn. Unanimous vote, motion carried.
- DIRECTOR'S REPORT:** Reviewed. Will just finishing Chronic Disease Block Grant. Funds part of On The Move, Stepping On classes, some in-home blood pressure monitoring and chronic disease prevention. This will be the second application and should be awarded to CCHD, said Will. She has also started online class work with NDSU again, working toward her master's degree.
- VOUCHERED EXPENSES:** Dr. Buhr made a motion to approve the August/September vouchered expenses. Second by Overn. Unanimous vote, motion carried.
- FINANCIAL REPORT:** At the end of July, CCHD should be at approximately 58%. Should see Home Health revenue at September meeting. Following discussion, Overn made a motion to approve the financial report. Second by Dr. Buhr. Unanimous vote, motion carried.
- OLD BUSINESS:** Barnes OTM Partnership update: Sharon Buhr reminded the Board about the Walk Valley City event Sept. 12 from 9 a.m. to 1 p.m. Booths will be set up at Jefferson School and Pioneer Park.
- CCHD facilities update: The following items were noted by Will:
- Adjustment in damper system tripped the A/C breaker. Taken care of by Bakkegard & Schell.
 - Roof repairs. Will talked with Dennis Pommerer, Wick Construction, about leak above the Wick office. Pommerer is working on it. Jeff Johnson, Wick Construction, also talked with Oye Asphalt & Paving about blacktopping the parking lot. The estimate was \$33,000 to blacktop the lot. This project will be tabled for now.
 - Security cameras: Jason Thiel, IT, estimated the cost would be around \$5,000. Steve Hammel, VC/BC Library director, heard CCHD was considering installing cameras. The library is also considering a similar project and he sent company

reps to CCHD, introduced by BC Commissioner Mike Metcalf. They will give CCHD an estimate of costs to install needed cameras.

- Need to increase the service contract with ThyssenKrupp to six times a year. Currently they come out four times a year for maintenance. Every three months our elevator shuts off and the maintenance person has to be called to reset it. We have had to call them twice. Increases the cost of the contract by \$30 a month (\$100/mo. for increased service contract). Theresa will sign contract by consent of Board.
- Northland Glass, Fargo, will be coming out to look at interior reception door which sometimes closes hard and fast, and a couple people have gotten an elbow or finger slightly hurt. The mechanics of the door is old and Northland will need to assess it to see if it can be repaired or if we will need to replace the whole door. They will also assess the big exterior window regarding the BB holes which are beginning to crack.

SPF SIG update: Server training ordinance is with Mary Lee Nielson, VC Commissioner, who will talk with Russ Myhre, VC attorney, said Will. The SPF SIG committee has spent \$11,000 on alcohol-related radio messaging for three one-month periods. Sarah Hansen and Barb Bjorum are working with Vicki Rosenau regarding media as she has had a lot of experience in this area.

Tobacco free workplace and e-cig ordinance: Will stated that there has been little movement on this ordinance which is still in Russ Myhre's hands.

Community AEDs: Will stated that she has not heard back from Puklich regarding potential donation to fund AEDs. Theresa will meet Sept. 15 with Stephanie Mayfield, CHI (Mercy Hospital), as they are funding AEDs for law enforcement through a grant.

Rent review: Will met with tenants upstairs about increasing the monthly rent to \$6/sq. ft. for October, November and December 2015, and to \$9 sq. ft. beginning Jan. 1, 2016. She shared a rent analysis with them. Currently, our costs are at a little more than \$8 sq. ft.

NEW BUSINESS: 2016 budget: Will stated that the County Commission is currently planning to hold CCHD at the same dollar amount as last year (about \$20,000 less than a full 5 mills). Our request was for \$385,000. Proposed 2016 budget is \$32,000 more revenue than what we will likely receive for county mills. This year CCHD will receive money for SPF SIG that we aren't going to expend until 2016. We're going to end this year at approximately \$400,000 and we'll spend approximately \$100,000 of that for SPF SIG next year (we have an extension through Sept. 2016). So, according to what we have received so far and what we think we will receive from that grant before the end of the year, it will be about \$100,000 more than what we'll spend. This will be a difficult situation to explain to commissioners, said Will, as they don't want to see a large carryover (although \$400,000 is only about 36% of our total budget). Auditor's office has us tracking as ending the year with \$317,000. Will and Becky Kratz will discuss the situation with Beth Didier, BC auditor, to find the best way to explain this to the county commission.

The projected year (2016) budget total is \$36,000 more than the previous year, which is mostly salary. With the SPF SIG carryover balance we will spend (in 2016) approximately \$100,000 of revenue that was received in 2015. Nursing hours for 2016 were increased to meet increasing needs. There was a consensus to ask Will to go back and work on a budget, based on line items that would come out at about -\$54,000,

recognizing we will have \$100,000 coming in this year that will be expended in 2016. This is with a 3% salary increase. A 1% salary increase is approximately \$6,800.

32% of CCHD budget comes from the county as demonstrated by a pie chart passed out by Will.

Community Health Assessment: Paula Thomsen and Theresa will work with Mercy Hospital. CCHD has opportunity to work with the Center for Rural Health in a less expensive way right now because the NDDoH is paying the Center to do some of the Community Health Improvement Planning with public health. We want to do our Community Health Assessment jointly with Mercy Hospital. Hospital needs to do assessment every three years and public health every five years. Mercy's assessment is due mid-2016. If the Center is able to help us with some of that on the NDDoH's grant dollar cost, we are able to get them to help us with the Community Health Assessment for \$5,000 vs. \$8,000-\$10,000 if we do it at another time. Will is hoping that Mercy will be able to share half the cost with us, and that we will start working on the assessment next month doing pre-work. Work on a joint Community Health Improvement Plan and when done in June 2016 there would be one document for the Community Health Assessment and one document for Community Health Improvement Plan which would be posted on both of our websites.

CCHD open house: No date has been set yet as we are waiting for NDDoH to decide if we are able to bring the Mobile Medical Unit here (mobile 14-bed emergency room). Nice draw for community members and hospital employees. Purchased from Minnesota within the last year. Housed in Bismarck. A ribbon-cutting ceremony will be held at 3:30 p.m. (with Board involvement). There will be Hepatitis C screenings for eligible participants, healthy snacks, food prep demonstration by Sue Milender-Toppen, displays set up in hallway area, flu shots and other immunizations offered, and blood pressure checks. KOVC radio remote a possibility for \$300. Will would like to purchase a few prizes such as first aid kits, FitBit, and blood pressure cuffs. Get info on Facebook. Dr. Buhr made a motion to spend up to \$1,500 for the open house. Second by Overn. Unanimous vote, motion carried.

Rosebud electronic sign: Landmark II tenants have been complaining about the flashing electronic sign at the Rosebud Center (west end of retaining wall on Main Street). The sign is owned by CCHD, Mercy Hospital and Chamber of Commerce. Chamber is looking into purchasing a timer. Will questioned if it is serving much of a purpose for CCHD or Mercy Hospital. Will favors relinquishing ownership to the Chamber as there isn't a lot of health messaging being put on it. We have to pay 30% of maintenance for sign. Sharon Buhr would like some say regarding messaging. Board members were encouraged to notice the sign and bring this topic back to the Board at a later date.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:04 p.m. The next regular monthly meeting will be **Tuesday, Sept. 22 at 3:30 p.m.** in the CCHD conference room.

Respectfully submitted,

Dr. James Buhr, Secretary